

**The design charrette** is an exciting tool to include in the design process. It is productive, collaborative, energizing and inclusive. It helps to ensure that all voices are heard, all options are discussed, and that there is buy-in on many levels. The participants come away feeling that they have contributed to the process, and that they have a stake in the results. Even those who are not totally happy with the outcome feel that at least they understand how the final plan came to be. The charrette helps to compress what can be a lengthy process into a few days. The result, while still very conceptual, forms a solid basis for the more detailed work to come.

There is a lot of preparation that we do before the charrette. Much information must be gathered to establish parameters and to provide background for the design of the building. Most importantly, we must do a Site Analysis, if relevant, Code Review and Programming.



#### **Site Analysis** (if relevant)

If the project scope includes new construction, this exercise involves researching the various regulations that affect the site – setbacks, flood plain restrictions, parking requirements, steep slope ordinances, impervious surface limits, landscaping requirements, just to name a few – to determine where the building can or cannot be built and how much parking will have to be provided. It is always a good idea to meet with the municipal officials early in this process to make sure that there are no surprises. We will be working with a Civil Engineer as well.

#### **Code Review**

Along with the Site Analysis, we will begin a preliminary code review that will tell us what codes are in effect in the jurisdiction, if there are any specific codes that might affect the layout of the plan and whether there are any restrictions on the use or on the materials that we may want to use.

#### **Programming**

Programming involves determining what spaces you will need in the building and how you intend to use them. Our usual methodology involves setting up interviews with the representatives of the various stakeholders that make up your congregation and asking lots of questions. We meet with as many groups as you feel are necessary to ensure that everyone who needs to participate, for whatever reason, is included. On some projects, we have spent one or two entire days, or several evenings in a row, interviewing groups as they filed in and out according to a schedule. Sometimes the building committee wants to restrict the process to one or two key groups for various reasons. Sometimes we are handed a program that the building committee has already compiled itself and prefers that we don't interview anyone. This depends entirely on the culture of the institution. Of course, we prefer to talk to as many people as possible to gain the widest understanding of your needs. We believe it achieves the best results.



Besides understanding what spaces are needed and how big they must be, it is also important to know how they are to be used. Can part-time people share offices? Do various offices want to be together or separate? Do some rooms need closets? Can some spaces serve more than one function?

All these issues will be addressed during the interview process. Sometimes the interviews indicate consensus among the various groups. Other times there are real conflicts. The programming process helps to resolve these conflicts and find economies in the plan, often with surprising and creative results. In the end, we will have a written list of all the required spaces, their sizes, their required proximities, and a schedule of use for sharing and flexibility.

All this work takes place in preparation for the charrette. We will need your help to determine how long the charrette will be, based on your sense of general interest and degree of participation. It is important that the same general group of people can commit to participating for the entire program to maximize continuity and consistency. Participation would include one day for the workshop sessions and an evening for follow-up presentation and wrap-up.

Each project presents different issues and, therefore every charrette is different. Sometimes the issues involve different siting options; sometimes they're about different interior plan issues. It may make some sense to arrive with a number of plan options already sketched up that we can present for discussion and reaction. We also bring pencils, markers, tracing paper and scales.

The charrette involves a lot of teaching. We will make a presentation explaining the specific criteria that must be considered based on the site restrictions and the interview results.

Depending on the number of participants, we will break up into smaller groups to explore separate options and then pin them up and compare them. We will bring enough architects with us to lead as many groups as seems appropriate. At the end of the day, we will take the concepts and ideas that were discussed in the group sessions and advance them based on that day's work. We will return a few days later with a new presentation that gives a synopsis of the prior day's work.

### **A typical charrette schedule:**

- 10am: Arrive, meet & greet, bagels and coffee
- 10:15: Presentation of background information; introduction, site issues, program, and options.
- 12:00 Break for lunch
- 12:30 Break out into groups to work on design problems
- 2:00 Break for snack
- 2:15 Group presentations to charrette participants
- 3:15 Wrap-up

An evening later that week (possibly via zoom)

7:30- 9pm Architects present synopsis



At the end of the charrette, we will have a concept for a building that was the result of a collaborative effort that everyone feels they were a part of. This buy-in will have fund-raising, engagement, and organizational benefits for a long time into the future.